



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PURCHASING OFFICER III

Job Number: 20001712

Job Code: 92400V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs technical administrative work associated with the procurement and payment for goods and services on an agency wide basis OR the Kentucky Veterans Center OR in the state's central purchasing authority; and performs other duties as required. (In contract user agencies deals extensively with highly-specialized technical goods and services and the acquisition of non contract items.)

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in business, marketing or a related field.

EXPERIENCE:

Must have three years of purchasing officer experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a purchasing clerk or at a higher level in the purchasing field will substitute for the required college on a year for year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

In addition to the duties of a Purchasing Officer II, employees in this job title maintain approved bidders list for professional and technical services. Closely reviews the requestor's justification for obtaining non contract goods and services. Works with the state central purchasing authority to define and obtain goods and services not covered by price contract or local purchase authority. Obtains quotes from potential vendors and makes purchases in accordance with delegated authority under the model procurement code. Works closely with goods or services users to write specifications for needed goods and services. Assists in the evaluation of bids received. Coordinates or supervises the work of support staff. Employees in this job title interpret, carry out and enforce state purchasing regulations and procedures. Responsible for economic purchase of goods and services with substantial budgetary impact. Have contact with inter and intra agency management personnel, technical specialists, and vendors in the interpretation and explanation of purchasing regulations and procedures, or agency needs, and in the resolution of problems in the assigned area. Gathers data, prepares, checks and reviews detailed records and reports in the acquisition of goods and services. Uses routine office equipment such as typewriters, computers, copiers and calculators. Exercises extensive judgement in the application of state purchasing regulations.

UNIQUE PHYSICAL REQUIREMENTS:

Physical activities and working conditions consistent with office setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.